



NAMIBIA TRAINING AUTHORITY

ANNEXURE 1B

Training Provider Self Evaluation and NTA Evaluation of Application of Training Provider

Requirements for Registration

PLEASE NOTE:

This form outlines and guides the applicant on the full range of evidence required for Registration.

Evidence refers to documented and physical proof that is submitted to the NTA to prove fulfilment of the requirements. The NTA may verify the documented proof during an evaluation site visit.

All requirements have to be met as a pre-requisite for Registration.

All annexes must be completed and Annex 1: B3 must be completed by a duly authorized representative of the training provider. Applications lodged without proper signatures will not be processed.

REGISTRATION CRITERIA	EVIDENCE REQUIREMENTS	EVIDENCE SUBMITTED	COMMENTS BY NTA REPRESENTATIVES
1. Training Provider Status (Regulation 3)			
1.1 Legal status of the applicant training provider	<div>1.1.1 Training Provider or Business Trading Name</div> <div>1.1.2 Training provider business registered Name: (Specify type of legal entity)</div> <div>1.1.3 If the activities of the training provider business are also governed in terms of a legislative body, or statutes, then attach a copy of the registration certificate issued by the appropriate body in terms of the statute concerned.</div> <div>1.1.4 Training provider postal address</div> <div>1.1.5 Training Provider physical address</div> <div>1.1.6 Training Provider telephone number</div> <div>1.1.7 Training provider fax number</div> <div>1.1.8 Income tax certificate number</div> <div>1.1.9 Nature/ Purpose of the business. (Please provide a copy of the training provider's business plan. It must contain measurable and auditable goals and objectives)</div> <div>1.1.10 Documented proof of stakeholder support for proposed services where training programmes are not linked to any national training programmes or NQF awards</div> <div>1.1.11 Franchise agreements or any other agreements with recognised and appropriately quality assured bodies and are expressed in auditable form</div> <div>1.1.12 Governance and management structures are in place that will ensure the provision of quality services</div>		

REGISTRATION CRITERIA	EVIDENCE REQUIREMENTS	EVIDENCE SUBMITTED	COMMENTS BY NTA REPRESENTATIVES
2. Access to appropriate premises			
2.1 Ownership and status of premises	<p>2.1.1 Proof that the training provider owns or has rights to named premises. Please provide supporting documents</p> <p>2.1.2 The premises must comply with appropriate health and safety requirements as required by the Labour Act No. 11 of 2007</p> <p>2.1.3 The premises are appropriate and adequate for the nature of services to be offered as well as proposed learners to be enrolled. Provide a listing of all facilities available on site as well as projected number of learners to be enrolled</p>		
3. Financial Status			
3.1 Finances	<p>3.1.1 Provide documentary proof that current assets and projected income are and will be sufficient to sustain services for the period of registration</p> <p>3.1.2 Provide financial guarantees or declaration that the training provider will continue to meet the obligations of the institution's services offered as well as support staff</p> <p>3.1.3 Provider is maintaining financial records according to Generally Accepted Accounting Practices and reporting against International Financial Reporting Systems Please provide latest audited financial records</p> <p>3.1.4 Provide a Certificate of Good Standing from the Commissioner of Inland Revenue for VAT, PAYE and Income Tax.</p> <p>3.1.5. Provide a certified copy of the Affirmative Action Compliance Certificate (if applicable), from the Employment Equity Commission.</p> <p>3.1.6 Provide a certified copy of the certificate of registration with the Social Security Commission.</p>		
4. Staff and additional resources			
4.1 Staff	<p>4.1.1 Recruitment and selection policies and procedures to ensure the appointment of sufficient and appropriate teaching, administrative and support staff</p> <p>4.1.2 Provider has adequate training and supporting staff with relevant qualifications and experience employed in line with relevant legislation (Please complete Annex 1:B1)</p> <p>4.1.3 Policies and procedures to support trainer development programmes and career advancement</p> <p>4.2 Tools and equipment</p> <p>4.2.1 There are sufficient tools and equipment to appropriately support the projected intake of learners (Attach inventory of required tools and equipment).</p>		

REGISTRATION CRITERIA	EVIDENCE REQUIREMENTS	EVIDENCE SUBMITTED	COMMENTS BY NTA REPRESENTATIVES
5. Instructional material, programme delivery and assessment			
5.1 Training material and programmes (Please complete Annex 1:B2)	5.1.1 Course statements, syllabi, unit standards and related instructional material are in place or being acquired 5.1.2 Where not aligned to the NQF or any national curriculum, the course statements and training material have been developed in consultation with all relevant stakeholders. Please provide proof of this 5.1.3 The instructional material i.e. syllabi, unit standards, curricula, software, audio visual materials, text books and other resources are available reasonably and responsibly accessible to the learners. These must be up to date 5.1.4 The number of learners on each programme are known and adequately provided for 5.1.5 The training provider is adequately ensuring that training delivery and assessment plans are in place and utilised appropriately. Please provide proof 5.1.6 The training provider has suitable and robust assessment and moderation systems and processes. This should include qualified assessors and moderators.		
6. Learner support (Regulation 20)			
	6.1.1 Provider has a documented process that adequately informs learners about the institution and services offered 6.1.2 Provider has a properly structured application, selection and induction process which is conducted periodically 6.1.3 Learners are provided with rules and regulations, guidelines and procedures relating to the institution, training and services offered 6.1.4 Provider has a structured documented plan for career guidance and learner support		
7. Quality Management System			
	<p>The provider has a quality management system that provides for policies and procedures covering all aspects of the provider's services. Some key examples are listed below:</p> <ul style="list-style-type: none"> Learner Selection Assessment Health and Safety Learner Support & Career Guidance Industrial Attachment Human Resources Finances and Administration HIVAIDS IT Communication 		

PROGRAMMES AND QUALIFICATIONS OFFERED

[illegible]

DECLARATION REGULATION 3(2)(B)

I/we recognise the right of the NTA staff or their authorised nominees to undertake site evaluations and audits of our training procedures, systems and teaching and learning services and will accord the NTA staff and the appointed experts' access to all relevant information, staff, business premises and venues in order for them to conduct such site evaluations and audits.

3.2 Commitment from VET Training Provider seeking registration

I/We, the undersigned, on behalf of the training provider, declare the following to be true:

Yes ☐ No ☐

3.2.1 I/We are a provider of Vocational Education and Training.

3.2.2 I/We are seeking registration as a training provider

Yes ☐ No ☐

3.2.3 I/We will seek accreditation with the relevant quality assurance bodies in line with these regulations.

Yes ☐ No ☐

3.2.4 I/We request the NTA for assistance in getting accreditation

Yes ☐ No ☐

Signature (s)

I the undersigned, declare that I have full authority to sign this application on behalf of the entity detailed in this application form, and that the details provided above are true and accurate.

Signed:

Full Names:

Designation:

Namibian I.D. Number:

(or valid Passport Number)

Date:

Place:

first witness

Signed:

Full Names:

Designation:

Namibian I.D. Number:

(or valid Passport Number)

Date:

second witness

Signed:

Full Names:

Designation:

Namibian I.D. Number:

(or valid Passport Number)

Date:

Title

Title

Title